

# Service Learning Project Fund Guidelines and Application

Applications due Oct. 15 for fall semester  
and Feb. 15 spring semester



*College of*  
**Education &  
Human Services**

## About

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Service learning project funds are to be used for the development of a service learning project. The funds are designed to assist students or student organizations in the development and implementation of a project to assist individuals or groups of people in the community. It is hoped that the funds will allow students to develop creative and innovative projects to help and assist others.

## Application Process

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1. All requests for funds must be made on the appropriate application form.
2. Deadlines for application submission are **Oct. 15 for fall semester** and **Feb. 15 for spring semester**.
3. All applications must be received in the **CEHS Dean's Office, EHS 426, by 5 p.m. on the date due**. If the due date falls on a weekend, applications will be accepted until 5 p.m. the next business day. It is the applicant's responsibility to obtain required signatures from both the project advisor and the appropriate department chair. Please be aware that chairpersons/faculty members have demanding schedules that may limit their availability.
4. Applications WILL NOT be accepted without all required signatures indicating proposal approval.

### **Applications must be typed and include the following required information:**

1. A complete list of all participating students as well as their CMU Global IDs
2. Budget breakdown of estimated expenses
3. A brief statement of the educational purpose of the project
4. A brief statement of outcomes
5. Appropriate supporting documentation
6. Signatures from the project contact, project advisor and the department chairperson indicating approval of the application

*Please be certain you have fully complied with these requirements prior to submitting your application. Failure to do so may result in your application being rejected.*

## Guidelines

(Please read before completing application)

1. All applicants must be currently enrolled at CMU and affiliated with the CEHS or an organization within the college to be eligible to receive funding from this source.
2. All student organizations must be recognized by the University and registered with the Office of Student Life.
3. Funding is for materials and supplies for a service learning project. Consideration will be given to innovative and original service learning projects and those projects that reach the greatest number of people.
4. There must be a direct relationship between the project activity and a CEHS department or program.

## Reimbursement Process

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The applicant(s) will receive a notification letter of approval or denial of the application after the student advisory committee meets. Letters will indicate the amount of the award.

Submit the Vending Funds Request for Payment Form, itemized receipts and reimbursement form for individuals or invoice voucher for groups **30 days after completion of activity** or, if activity has already passed, within **30 days of date listed on the notification letter**.

The reimbursement form must be completed and signed by the project contact and project advisor. Include all **original** itemized receipts for the expenses you anticipate reimbursement. Please note that the University cannot reimburse for expenses that do not have original supporting documentation.

The College of Education and Human Services reserves the right to verify the accuracy of all reimbursement materials. Any misrepresentation of information or misuse of funds received from the College is strictly prohibited and may be investigated and dealt with appropriately.

### **For reimbursement, the following items must also be attached:**

1. Completed [reimbursement form](#) for individual submissions **or** [invoice voucher](#) for student organization submissions
2. All original receipts

Reimbursement form or invoice voucher can be found on the contracting and purchasing forms website under [payable accounting](#).

Should you have questions with the application or reimbursement process, please contact Roxanne Jordan in the EHS Building 426 at 989-774-6448 or via email at [jorda1rr@cmich.edu](mailto:jorda1rr@cmich.edu).

# Service Learning Project Funds Application

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Complete the requested information and any additional information as stipulated in the CEHS Service Learning Project Funds Guidelines. **Fall applications are due by 5 p.m. on Oct. 15. Spring applications are due by 5 p.m. on Feb. 15.** (If due date falls on a weekend, forms are due 5 p.m. the first business day following the deadline.) Submit all requests for the CEHS Service Learning Project Funds to the CEHS Dean's Office, EHS Building 426. **All information should be typed.**

## I. Contact Information

Project Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person Global ID: \_\_\_\_\_ Phone #: \_\_\_\_\_

Project Name & Student Organization (if applicable): \_\_\_\_\_

Project Faculty Advisor: \_\_\_\_\_ Campus Address: \_\_\_\_\_

Project Advisor Global ID: \_\_\_\_\_ Campus Phone #: \_\_\_\_\_

## II. Description of Project

Provide a short summary describing the project. Refer to the CEHS Service Learning Project Guidelines for information to include in this description.

**III. Estimated Expenses and Revenues** | Applicants must attach a projected budget breakdown for the activity. The budget must include the following information:

- Itemized projected expenses
- Itemized projected revenue, if applicable
- Anticipated funding awards from other sources (ex. SBAC)
- Anticipated out-of-pocket expenses
- Total cost of the activity
- Total amount being requested of the CEHS Service Learning Project Fund

Expense Description	Approx. Amount
<b>Total Budget Proposal</b>	

**IV. List of Participants in Service Learning Project** | List all students (name and global ID) who plan on participating in the project for which you are requesting funds.

We, the undersigned, certify that the information provided on this form is complete, true, and accurate to the best of my knowledge.

\_\_\_\_\_

Signature of Project Contact

\_\_\_\_\_

Date

\_\_\_\_\_

Faculty Project Advisor

\_\_\_\_\_

Date

\_\_\_\_\_

Department Chair Signature

\_\_\_\_\_

Date

**Once completed and required signatures are collected, the application and all appropriate documents should be sent to the EHS Dean's Office, EHS Building 426.**

# Service Learning Project Funds Request for Payment

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Please use this form to report on activities which were funded by EHS Service Learning Project Funds. Refer to the award letter for reimbursement request deadline.

Project/Project Contact:

Briefly describe project activities:

Briefly describe how the project met stated goals:

I hereby state that all of the information being submitted on this form is accurate.

\_\_\_\_\_  
Signature of Person Preparing Form

\_\_\_\_\_  
Date

**For reimbursement, for the following items must also be attached:**

1. Completed [reimbursement form](#) for individual submissions or
2. Completed [invoice voucher](#) for student organization submissions and
3. All original receipts

Reimbursement form or invoice voucher can be found on the contracting and purchasing forms website under [payable accounting](#). **When completed and signed submit all documents to the EHS Dean's Office, EHS Building 426.**